

The Kent MS Therapy Centre

Bradbury House, Merton Lane (North)
Canterbury Kent CT4 7DZ



Minutes of the Board of Trustees Meeting held on Friday 21st August 2020

During the Covid-19 pandemic meetings have moved from bi-monthly to bi-weekly to manage the financial and operational issues resulting and to ensure the long-term security of the Centre. Normal schedule to resume from this meeting onward.

Present:

Gavin Davis (chair), Sharon Wilding, David Bailey, Hilary Brian, Jill Tompkins, Jen Needham

Apologies:

Moira Mitchell

Minutes:

Sharon Wilding

AGENDA ITEM:		ACTION:
1.	Apologies Moira is on leave so unable to present the fundraising report this month.	
2.	Actions Minutes of the previous Board Meeting were approved. Ongoing actions in appendix were reviewed, see notes in appendix. Note: AP20.18 – Hilary volunteered to run a Doodle poll to get date for media training agreed.	
3.	Conflicts of interest: none declared.	
4. AP20.73	Financial Update Monthly management accounts to be shared with all Trustees and Jill to provide a commentary on exceptional items. Reserves account is now being used to pay ongoing costs, but income will be recovering as more people are able to use the Centre. Payments received additionally from NHS and Paula Carr. Account Balances as at 18.08.20 Current Bank Balance: £19,900.77 Reserves Account: £188, 938.41 (Restricted Funds: £47,214.00) (Unrestricted Funds: £ 161,625.18)	JT

AGENDA ITEM:	ACTION:
	<p>Decision: Reforecast budget, to take account of the Covid pandemic, is to be adopted for ongoing reporting.</p>
<p>5.</p> <p>AP20.74</p> <p>AP20.75</p> <p>AP20.76</p>	<p>Operational Report</p> <p>Jen presented her report. The Board congratulated her on a very smooth operation so far and the phased plans to increase activities over the coming month.</p> <p>Request that utilisation of capacity is added to booking numbers in operational report.</p> <p>Discussed the presentation of future plans in the AGM/Conference in September – to explain how things have changed and will stay changed for the coming months. To reassure and encourage people to return.</p> <p>Annual Leave – actions agreed</p> <ul style="list-style-type: none"> - Leave not taken cannot be rectified for past years after 12 months - 5 days to be carried over but must be used by end Q1 of following year - Pro-rata leave that could have been taken in furlough is to be paid at 20% - Process/policy to be updated to reflect changes and avoid future backlogs - Bill for payment in lieu of leave to be updated and shared with the Board. <p>All staff contracts to be reviewed to understand variations by year end.</p> <p>Decision: Alice Young to return from furlough from 21st Sept.</p> <p>Reminder that Ian Howells could be of assistance in Northwood project.</p>
<p>6.</p>	<p>Fundraising Report</p> <p>All agreed it is an excellent position to be ahead of target for the year – congratulations to Moira and team.</p> <p>The reforecast budget is accepted for the remainder of the year.</p> <p>It was noted that approximately £10K of income related to Christmas activities is at risk if events are unable to go ahead. The focus will be on increasing trust/grant applications to cover this potential shortfall.</p>
<p>7.</p>	<p>MS Support Manager’s report</p> <p>Received, no issues raised.</p>

AGENDA ITEM:		ACTION:
8.	Trustee Reports	
AP20.77	AGM / Conference – initial draft has been circulated by Sharon for review. A detailed planning meeting agreed for Friday 28 th Aug, 5pm. David organising.	DB
AP20.78	Gavin suggested setting up a WhatsApp group for questions during the AGM – Hilary agreed to do this.	HB
	AOB	
AP20.79	Jen, Karen, Moira to write up to 4 objectives each to take us to end of the year.	JN, KM, MM
AP20.80	Strategic review implementation session to be planned for Oct/Nov – face to face if possible.	SW
9.	Date and time of the next meeting: Friday 18 th September, 8am, by video conference. Normal schedule of Board Meetings – 3rd Friday each month.	

Signature Date

These minutes were agreed to be a true reflection of events and signed by the Chair

APPENDIX - SUMMARY OF ACTIONS

NEW ACTIONS THIS MEETING: 31 JULY 2020		
ACTION NO.	ACTION	RESPONSIBLE
20.73	Monthly management accounts to be shared with all Trustees and Jill to provide a commentary on exceptional items.	JT
20.74	Request that utilisation of capacity is added to booking numbers in operational report.	JN
20.75	<p>Annual Leave – actions agreed</p> <ul style="list-style-type: none"> - Leave not taken cannot be rectified for past years after 12 months - 5 days to be carried over but must be used by end Q1 of following year - Pro-rata leave that could have been taken in furlough is to be paid at 20% - Process/policy to be updated to reflect changes and avoid future backlogs - Bill for payment in lieu of leave to be updated and shared with the Board. 	JN
20.76	All staff contracts to be reviewed to understand variations by year end.	JN
20.77	AGM / Conference – initial draft has been circulated by Sharon for review. A detailed planning meeting agreed for Friday 28 th Aug, 5pm. David organising.	DB COMPLETED
20.78	Gavin suggested setting up a WhatsApp group for questions during the AGM – Hilary agreed to do this.	HB
20.79	Jen, Karen, Moira to write up to 4 objectives each to take us to end of the year.	JN, KM, MM
20.80	Strategic review implementation session to be planned for Oct/Nov – face to face if possible.	SW

ACTIONS CARRIED FORWARD:		
ACTION NO.	ACTION	RESPONSIBLE
DATE OF MEETING: 31 JULY 2020		
20.64	<p>David to speak to Handelsbanken representative to explore service for KMSTC.</p> <p><i>Agreed not to pursue this in short term due to the amount of work involved in changing banks.</i></p>	DB COMPLETED

ACTIONS CARRIED FORWARD:		
20.66	<p>Meeting with David Frost (to include DB and JN) to be arranged to update him on VAT project and agree monitoring going forward.</p> <p><i>Sept date being sought for meeting.</i></p>	JT
20.67	<p>No effect imminently, but potential VAT issues to be explored and impact confirmed once details of the online programme confirmed. Setting up a trading company has been discussed previously and may be the appropriate way to run the programme as it expands.</p> <p>Noted for future attention of finance team.</p>	DB COMPLETED
20.69	<p>Board reports – agreed individual reports to be presented each month by each owner: Jen, Karen, Moira. Jen to advise Karen.</p>	JN COMPLETED
20.71	<p>Gift Aid – money in June accounts. Dawn looking at claiming for small donations. Some declarations are missing from Northwood because scanning stopped when Centre closed. Laura to be asked to come in and complete the task.</p> <p><i>£2,000 in small donations identified. Laura coming in Sept. to complete the declarations.</i></p>	JT COMPLETED
20.72	<p>Gavin to send invite to future board meetings with joining details.</p>	GD COMPLETED
20.56	<p>All fully paid MS Members are eligible to vote – 10% required for quorum. List of eligible Members required by 28th August.</p> <p><i>Numbers of each category of member identified and being further confirmed – list to be delivered to Sharon by 28th Aug. With email/postal address as available.</i></p>	JN
20.57	<p>Sharon to draft agenda and AGM pack for review by the Trustees and to arrange for notices to be posted and emailed by 3rd Sept to meet requirement for 21 days' notice.</p>	SW COMPLETED
20.59	<p>Magee Gammon will be asked to present the accounts at the AGM.</p> <p>Roland agreed to present.</p>	DB COMPLETED
20.61	<p>It was also agreed that anyone still on Furlough will be asked to take annual leave pro-rata. This is to avoid people returning from Furlough with a large backlog of leave to take.</p> <p><i>Jen meeting with remaining furloughed employees in the coming week and will advise them of this requirement. See AP20.75</i></p>	JN COMPLETED

ACTIONS CARRIED FORWARD:		
20.62	<p>TOIL process – Gavin to discuss with Jen to ensure the process for monitoring is fit for purpose.</p> <p><i>Jen to explore online apps to track and report leave and TOIL.</i></p>	JN
20.63	<p>It was agreed that adaptations to rooms (e.g. replacement flooring for easier cleaning) to enable therapies to restart should be carried out, subject to suitable quotes for the work. Jen has spoken with Bev with regards to requesting funding for this project. Gavin to confirm decision to Jen.</p> <p><i>Prices submitted in operational report. Go ahead agreed subject to comparison quote for flooring to confirm best value.</i></p>	JN COMPLETED
DATE OF MEETING: 03 JULY 2020		
20.47	<p>Jill to draft job description for volunteer FD.</p> <p><i>David Frost (a previous associate of the Centre) has agreed to take on this role. Jill meeting him take this forward next month.</i></p>	JT COMPLETED
20.48	<p>General Centre risk assessment to be revisited by Gavin and Jen in next few weeks. Gavin to organise date.</p> <p><i>Ongoing –on a walkthrough general safety levels have been deemed to be suitable for the re-opening on Monday.</i></p> <p><i>Jen to get Vicky to write and send to Gavin for sign-off.</i></p>	GD/JN
DATE OF MEETING: 19 JUNE 2020		
20.39	<p>A reforecast to the budget for the remainder of 2020 is required urgently based on the assumptions in this plan – to support trust fundraising application due by end June and enable full management of the staged re-opening.</p> <p><i>Expected expenditure for the next couple of months to be circulated pending a full re-forecast that will be based on income and expense assumptions regarding therapies that can be offered for the remainder of the year.</i></p>	JN COMPLETED
20.43	<p>The new signatories to the bank account were agreed to be GD, JT and JN.</p> <p><i>In train. Update to be sought from Dawn – NatWest process causing difficulty.</i></p>	JT COMPLETED

ACTIONS CARRIED FORWARD:														
DATE OF MEETING: APRIL-MAY 2020														
24 April	<p>Prof Martin Warren (University of Kent/Rotary) had offered support to the KMSTC. Was this followed up?</p> <p><i>Sharon checking with Moira – she had no knowledge of this introduction. David to revisit with Martin and make the introduction directly to Moira if still appropriate.</i></p> <p><i>Doodle poll – for after AGM to be carried out by Hilary.</i></p>	DB/HB												
DATE OF MEETING: 22 MARCH 2020														
20.18	<p>Media training – Steve Ellis offer stands.</p> <p><i>DB to ask if Steve could do an online seminar for Trustees and the team – suitable dates to be proposed, early evening session.</i></p> <p><i>Doodle poll – for after AGM to be carried out by Hilary.</i></p>	DB												
20.21	<p>Membership Data – 1st April “lockdown” ideal opportunity to determine numbers and categories of membership.</p> <p>JN now leading this project to clean up the database. GD suggested that Ian Howells be invited to assist.</p> <p><i>A download from Northwood for 2020 shows the following PAID members:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><i>MS Members:</i></td> <td style="text-align: right;"><i>328</i></td> <td></td> </tr> <tr> <td><i>Associate and Family Associate Members:</i></td> <td style="text-align: right;"><i>175</i></td> <td></td> </tr> <tr> <td><i>Oxygen Therapy Clients:</i></td> <td style="text-align: right;"><i>TBC</i></td> <td style="text-align: right;"><i>(unable to identify by year)</i></td> </tr> <tr> <td><i>Total PAID Members:</i></td> <td style="text-align: right;"><i>503</i></td> <td></td> </tr> </table> <p><i>By end Aug all non-paid up members will be advised their details are being archived.</i></p>	<i>MS Members:</i>	<i>328</i>		<i>Associate and Family Associate Members:</i>	<i>175</i>		<i>Oxygen Therapy Clients:</i>	<i>TBC</i>	<i>(unable to identify by year)</i>	<i>Total PAID Members:</i>	<i>503</i>		JN
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